

AGENDA
SECTION 608 SIGN TASK FORCE
JUNE 6, 2017

AGENDA ITEM 2
APPROVAL OF MINUTES

MAY 23, 2017

DRAFT

**CITY OF LEBANON
SECTION 608 SIGN TASK FORCE
Minutes, May 23, 2017
City Hall—Council Chambers
5:30 p.m.**

MEMBERS PRESENT: Gregorio Amaro (alternate), Clifton Below, Mark Bradley, Stan Brown (alternate), Megan Chapman (alternate), Brian Clancy, Curt Jacques, Lindamae Peck (alternate), Amelia Sereen, Rob Taylor, Robert Welsch

MEMBERS ABSENT: Daaron Mathews, Joan Monroe, Mark Pageau, Mandy Spencer, Candy Swift (alternate)

STAFF PRESENT: Planning & Zoning Director David Brooks, Zoning Administrator Tim Corwin

I. CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Mr. Corwin.

Mr. Amaro suggested a walking tour to look at signs. Mr. Below said he has seen backlit signs that do not appear to meet regulations. Mr. Brooks said the sign lighting regulations are very new. Ms. Peck suggested viewing a video of signs instead.

II. APPROVAL OF MINUTES: May 9, 2017

Stan Brown moved to approve the minutes of the May 9, 2017 meeting of the Section 608 Sign Task Force as written. Seconded by Brian Clancy.

****The motion passed unanimously except for abstentions from Ms. Sereen and Mr. Welsch.***

III. DISCUSSION ITEMS

A. Temporary Signs

Mr. Corwin said two types of temporary signs are allowed: A-frame (sandwich board) signs and flags. He listed other miscellaneous temporary signs that are allowed. Ms. Sereen said some awnings are used as signs and not for shading. Mr. Corwin said signs printed on awnings are considered permanent signs. Ms. Chapman asked if the ordinance is being enforced. Mr. Corwin said zoning issues are enforced when there are complaints. Mr. Corwin said they could be more specific regarding what “temporary” means. The Committee discussed “temporary” signs that are replaced with other “temporary” signs or taken down then put up again; the importance of the

1 height of a sandwich sign; appearance; chalkboard signs; and “portable” versus “short-term.” Mr.
2 Corwin suggested there could be minimum design and permit requirements. They also discussed
3 limiting chalkboard signs or flags to six months and sandwich signs for everyday use versus for
4 special events. Mr. Brown noted that the definitions go from time factors to whether or not they
5 are embedded in the ground. Mr. Corwin asked if A-frame signs make sense on Route 12A. Ms.
6 Peck said they do only if they have new information. Mr. Jacques said safety is a concern,
7 especially on four-lane roads. Mr. Bradley suggested a maximum number of signs allowed on a
8 specific stretch of Route 12A. They discussed outreach, possibly through the Chamber of
9 Commerce. Mr. Amaro asked about areas with multiple businesses and a common landscaping
10 island, and whether the rules apply to the owner of the lot or the individual businesses. Mr.
11 Corwin said the owner of the lot is responsible for complying with the regulations. He said he
12 plans a targeted enforcement of temporary signs after the new regulations are enacted.
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14 **B. Prohibited Signs**

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16 Mr. Corwin said two types of signs are prohibited: animated signs and portable/mobile signs,
17 which include wheels or a chassis. Mr. Below said that would include menu and sandwich
18 boards, which is an inconsistency. Mr. Jacques suggested limiting the font size to what is visible
19 to a pedestrian. Mr. Taylor mentioned signs projected on buildings. Balloon signs are prohibited
20 as “animated” signs.
21

22 **C. Excluded Signs**

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24 Mr. Corwin said these are signs the City does not want to regulate via the ordinance and/or
25 things they do not consider to be signs. Regarding people holding signs, Mr. Corwin said there
26 have been differing legal opinions about this, and he will check on what the opinions are. Mr.
27 Jacques mentioned drones, as well as signs on pallets at his store that are visible from Railroad
28 Avenue. Mr. Corwin said they allow an additional one-square-foot sign if it pertains to an on-site
29 activity. Mr. Jacques said he has no problem with an annual sign permit fee for A-frame signs,
30 and when a business applies, staff can explain the regulations.
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32 Mr. Corwin read the definition of a “sign,” and the Task Force discussed signs on window
33 interiors. Mr. Jacques noted that he could install a large window in his warehouse that serves no
34 function other than housing an interior sign. They also discussed informational signs, such as
35 those at hospitals. Mr. Jacques suggested a standard sign for each shopping center listing the
36 businesses, which led to a discussion of uniformity versus individuality. Different businesses
37 have different lengths of their names, and some want to be identified by logos.
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39 **D. Residential Signs**

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41 Mr. Corwin said there are home businesses and non-conforming businesses in residential areas.
42 He reviewed the rules for signs in residential areas. They cannot regulate people posting signs
43 inside their windows that express opinions. There were mixed opinions about commercial signs
44 on window interiors. Mr. Corwin said they do not allow temporary or portable signs in
45 residential areas. Mr. Welsch mentioned yard sale signs. Mr. Below said realtor signs have more
46 and more additions to them. He suggested that people be observant of signs when traveling. Mr.

1 Bradley said the context is important, including the size and shape of the building and what is
2 around it.

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4 **IV. OTHER BUSINESS**

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6 Mr. Jacques asked if there could be a synopsis of the last three meetings and Mr. Corwin's
7 interpretation of where the Task Force is leading. Mr. Corwin said he will try. Mr. Bradley
8 suggested that this could be done by a working group within the Task Force. Mr. Corwin said
9 they could discuss a field trip or video of signs.

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11 **III. ADJOURNMENT**

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13 *Robert Welsch moved for adjournment. Seconded by Curt Jacques.*
14 **The motion passed unanimously.*

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16 The meeting was adjourned at 7:31 p.m.

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18 Respectfully submitted,

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20
21 Charles Glazer
22 Recording Secretary